

## GSA GUIDELINES

1. It is the operator's responsibility to verify that all pertinent information is recorded on the Voyager Credit Card Charge slip prior to signing the slip. If given two slips, make sure that the information is correct on both slips. The required information includes:

Name and address of service station and date of delivery  
Correct prices and extended totals for each item received  
License tag number of the vehicle  
Vehicle odometer reading  
Ensure you are not being charged for food accidentally

Under the Voyager Credit Card program, GSA has the ability to review all purchases charged to each individual vehicle. They are able to monitor if a card is used to purchase fuel for another vehicle or food and drink purchases. All purchases not validated are billed back to PWBC.

2. Purchase **REGULAR UNLEADED SELF-SERVICE FUEL** unless otherwise specified by the vehicle manufacturer. Do not use plus, premium, or super gas - only regular. Have the attendant state and sign the charge slip if regular unleaded fuel is not available or if there is a problem. Please advise me if you have any problems when purchasing fuel. **THE CARD CAN ONLY BE USED FOR THE VEHICLE TO WHICH IT IS ASSIGNED.** The GSA vehicle license plate number embossed on the bottom left hand corner of each card must match the GSA vehicle license plate. The fuel can only be used for GSA vehicles. Do not fill gasoline cans, lawn mowers, weed eaters, Gators or any other type of equipment or vehicle with fuel using the GSA card. Prior approval must be obtained from this office to charge purchases to another Voyager credit card. Receipts should be retained showing both tag numbers when a card is substituted. Receipts are not required on normal purchases, but if prior approval has been obtained to use the card for another vehicle you must provide the receipt. (Although receipts are not required, it is recommended that you keep them for at least 3 months in case a discrepancy occurs on the credit card report.)

3. Please maintain the interior and exterior of your vehicle in a clean condition. If your vehicle is caked in mud, hose it down if you can't take it to the car wash. Car washes are authorized for all GSA vehicles. They are limited to two per month, unless use dictates the need for more frequent washes e.g. operating in muddy conditions. Only the basic service is authorized - no car fragrance, no Armor-all to tires, no rim cleaner, or carpet cleaning. Please see me for additional authorizations. THE TLC Auto Wash on Skibo Road, The Car Wash on Raeford Road and Auto Impressions Sunblock at 223 South Bragg Blvd in Spring Lake are authorized vendors. The use of free and discounted carwashes is encouraged. You must provide receipts.

4. Report any lost, stolen, or damaged Voyager credit cards immediately.

5. Report any vehicle damage to me immediately.

6. Smoking is prohibited in GSA vehicles at all times.

I \_\_\_\_\_ have read, understand and will comply with the above guidelines.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**STATEMENT**

Note: In order to drive the vehicles you must have a civilian license.

**I \_\_\_\_\_ do not have a civilian license and will not drive vehicles. I will support team leaders and enforce standards with team members. Mark N/A below and put initials Where \*\* begins.**

I have a civilian drivers license from the state of \_\_\_\_\_ with an expiration date of \_\_\_\_\_ and my drivers license number is \_\_\_\_\_. My civilian drivers license is not suspended, invalid or pending any violations (Traffic citations, etc.) or revolt: I understand it is my responsibility to inform the NCOIC of any Changes to your current driving status.

As the driver and the Team leader/senior personnel, I have the primary responsibility for the safety of the vehicle and the additional members of the Post Police Call Team. I (print full name) \_\_\_\_\_ am the designated driver and the primary operator of the vehicle (license plate number) \_\_\_\_\_. Also, I will read and initial the following comments prior to operating the vehicle-listed \_\_\_\_\_ I have signed for the vehicle and safety equipment.

**\*\*\_\_\_\_\_**As the driver and team Leader, I understand I must adhere to Post and civilian laws and regulation and will not speed or talk on cell phone in vehicle or while in bed of vehicle. I understand if acquire a ticket citation, or is a safety violation that you can be punished under UCMJ action and still pay for ticket you acquired.

Additionally, I will conduct the Preventive Maintenance Checklist Services IAW FB Form 1796 and initial the AF 1800 form Daily.

\_\_\_\_\_I will maintain the accountability of all the safety and vehicle equipment at all times. Also, I will not drive the

vehicle in reverse, except for the compound. Hence, I will not back up for any other reason.

\_\_\_\_\_I understand that this detail includes the thorough police of all assigned areas and the removal of all trash, tree limbs, rubbish and anything that distracts from the beauty and cleanliness of the post. I will report locations of large dead animals (i.e., domestic or wild) to the Post Police call NCOIC. He or she will be the liaison for additional responses (i.e., the Wildlife Resource Branch and MP's). Additionally, I will remove small animals from roadways, sidewalks, and ditches and dispose of them at the Wildlife Resource or the Lamont landfill site.

\_\_\_\_\_I will ensure that all soldiers ride in the bed of the vehicle until the police team arrives at the starting point. Once at the starting point, they will relocate to the cage for the duration of the police call route (Alternate standards will be given by the Grounds NCOIC).

\_\_\_\_\_I will enforce the policies for the police call team; while traveling to and from the police call area, soldiers will ride in the bed of the truck. Soldiers may use the wire mesh cages only when vehicle is traveling on the shoulder of the road. While policing the route, the maximum speed for the police call vehicle is 20 MPH.

\_\_\_\_\_I will transport and dump all debris from the route to the Lamont Road Landfill site. Any further instructions, the Grounds NCOIC will render prior to the daily briefings (i.e., conducted by the driver, the Police Call NCOIC and/or Grounds NCOIC).

\_\_\_\_\_I will not horse play in or around the vehicles. Neither will I allow any horse playing once I sign this statement. Also, I will only use the vehicle for the transportation of the soldiers along the police call route. Further more, the vehicle will not be used for any other reason such as a taxi service between the compound and my unit or the lunch location.

\_\_\_\_\_I will not use the vehicle to go after trash on the side of the road. I will ensure that the soldier dismount and pick up the trash out further than approximately 15 feet. Even though the distant varies to the route, a general rule of thumb is that the route will be policed to the tree line.

\_\_\_\_\_I will not violate any of the previous rules because I understand that I am liable for the repairs of the vehicle, the damage to the landscape or any other property (i.e., private owned vehicles, traffic signs etc). As a team member I will ensure team leader, team members and myself adhere to standards.

\_\_\_\_\_I will not stand in the bed of truck, or lend from vehicle to pick up trash. I will physically dismount vehicle from the rear of the vehicle to pick up trash.

\_\_\_\_\_I will ensure team members have reflective vest, and canteen of water to drink. Take cooler with ice.

\_\_\_\_\_I will not leave my place of duty without approval of NCOIC. I will not abandon team members on assign sites.

\_\_\_\_\_ I will ensure all accidents or damage to vehicles and personnel are reported to the NCOIC/Base the moment it occurs.

DATE\_\_\_\_\_SIGNED\_\_\_\_\_

(Print Name, Last)\_\_\_\_\_(First)\_\_\_\_\_

Unit\_\_\_\_\_ Telephone#\_\_\_\_\_

Commander\_\_\_\_\_ First Sergeant\_\_\_\_\_